



THE UNIVERSITY OF ARIZONA  
COLLEGE OF AGRICULTURE & LIFE SCIENCES

**Nutritional Sciences  
& Wellness**

**Professional Science Master in Applied Nutrition –  
Dietetics Emphasis  
Future Education Model Graduate Program  
Student HANDBOOK 2022-2023  
Policies and Procedures**

**University of Arizona  
College of Agriculture and Life Sciences  
School of Nutritional Sciences & Wellness**

***Updated April 2022***

**WELCOME to the Applied Nutrition – Dietetics Emphasis Future Education Model – Graduate Program (FEM-G) in the School of Nutritional Sciences & Wellness at the University of Arizona.** This handbook is designed to serve as a resource for you during your time as a student in our program. If you have any questions, please do not hesitate to contact us.

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Scott Going, PhD

***School Information:***

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## **PROGRAM OVERVIEW**

### **School of Nutritional Sciences & Wellness**

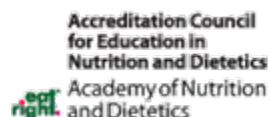
The School of Nutritional Sciences & Wellness leads in cutting-edge research, outstanding undergraduate and graduate programs, Cooperative Extension programs and continuing professional education that advance the discovery and translation of nutrition and physical activity in optimizing health for people in Arizona, and beyond.

### **Program Description**

The Professional Science Masters in Applied Nutrition - Dietetics Emphasis is an ACEND-accredited Future Education Model - Graduate Program. The 12-month program combines online coursework through Arizona Online Campus with supervised experiential learning at community, clinical, and food service sites. To become a Registered Dietitian Nutritionist (RDN), graduates must complete the required coursework and supervised experiential learning hours (1000 hours). Following completion of the program, a national exam is required as the final step to earn the RDN credential.

### **Accreditation Status (Required Element 8.3a)**

The Applied Nutrition – Dietetics Future Education Model Graduate Program (FEM-Graduate) is an accredited program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The University of Arizona School of Nutritional Sciences & Wellness houses a Didactic Program in Dietetics (DPD) delivered at 3 unique campuses (UA Main, UA Yuma, and Arizona Online), an Individualized Supervised Practice Pathway (ISPP) is available in two tracks: UA Main- Tucson and a Distance option in addition to the FEM-Graduate Program offered through Arizona Online campus.



University of Arizona Applied Nutrition – Dietetics Future Education Model – Graduate Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL

### **Steps to obtain the RDN credential from the FEM-Graduate Program include: (Required Element 8.3d)**

- Minimum of a bachelor's degree from an accredited university.
- January 1<sup>st</sup>, 2024, minimum of a master's degree from an accredited university.
- Complete dietetics coursework at a program which has been accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Complete an ACEND minimum of 1000 supervised experiential learning hours.
- After completing coursework and supervised experiential learning, are provided a verification statement to allow to sit for the national registration examination.
- Complete and pass a national registration examination given by the Commission on Dietetic Registration (CDR).

- Licensure is regulated at the state level and many states, but not all, require RDNs to be licensed. For more information regarding licensure, please visit: <https://www.eatrightpro.org/advocacy/licensure/licensure-map>
- Continued education is required for maintaining professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills.
- For more information on pathways to earn the RDN credential: <https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>  
<https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>

### **Program Mission Vision, and Goals (Required Element 8.3b)**

The School of Nutritional Sciences & Wellness at the University of Arizona takes a collaborative and interdisciplinary approach to discovering, integrating, extending and applying knowledge and skills related to nutritional sciences to prevent disease and to promote optimal nutritional status, health and well-being. The School of Nutritional Sciences & Wellness is housed in the College of Agriculture & Life Sciences (CALs).

#### ***CALs' purpose, mission and vision are:***

##### ***Purpose:***

To ensure resilience and health of our communities, people, environments, and economies locally, regionally, and globally.

##### ***Mission:***

To educate students and communities in ways that enable their future success in the regional and global economies. To develop new knowledge and new technologies to benefit society.

##### ***Vision:***

To be the most important driver in Arizona's economy and the world's top college in 21st century agriculture, life sciences, and commerce.

#### ***Mission of the School of Nutritional Sciences & Wellness:***

To provide outstanding research, graduate and undergraduate programs, and outreach education that advances nutrition and physical activity in optimizing health for all people. Graduates from our programs will be imbued with our values and will carry forward the unit's vision in their future endeavors.

#### ***The FEM-Graduate Program's mission, goals and objectives are:***

***Mission:*** To provide advanced knowledge in nutrition and skills in dietetics, to successfully prepare competent graduates for entry-level practice as registered dietitians/registered dietitian nutritionists in the state and nation.

### **Goals & Objectives: (Required Element 8.3c)**

\*Program outcomes data available upon request

Goal #1: The program will provide graduates a quality education for entry into the workforce in nutrition and dietetics.

1. "At least 80% of program graduates complete program/degree requirements within 1.5 years (150% of the program length)."
2. "Of graduates who seek employment, 50 percent are employed in nutrition and dietetics or related fields within 12 months of graduation."
3. "80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion."
4. "The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%."

Goal #2: The program will provide graduates supervised experiential learning opportunities to develop skills, knowledge and beliefs to be successful in the workforce in nutrition and dietetics.

1. 80% of program graduates will rate the overall quality of the program as "good" or "excellent."
2. 80% of employers surveyed will rate the program graduates as "good" or "excellent" in preparation for entry level practice in a nutrition or dietetics related field.

#### Applied Nutrition - Dietetics Emphasis FEM-G Program Faculty

FEM-G FACULTY	Course(s)
Kyle Jones, MS Adjunct Lecturer <a href="mailto:kylemjones@arizona.edu">kylemjones@arizona.edu</a>	NSC 501 Statistics for Applied Nutrition I
	NSC 502 Statistics for Applied Nutrition II
Ashlee Linares-Gaffer, MS, RDN, FAND Assistant Professor of Practice <a href="mailto:alinares@arizona.edu">alinares@arizona.edu</a>	NSC 562 Professional Ethics and Best Practices in Nutrition Education and Counseling
	NSC 570 Agriculture and Food Literacy for Nutrition and Health Professionals
	NSC 693B Professional Experiential Learning in Dietetics – Food Service Management
Lucia Mosqueira, MS, RD Assistant Professor of Practice <a href="mailto:lmosqueira@arizona.edu">lmosqueira@arizona.edu</a>	NSC 509 Advanced Nutrition Metabolism & Disease
	NSC 540 Nutrition Interventions
	NSC 542 Advanced Medical Nutrition Therapy
	NSC 558 Advanced Food Service Management
Maria Plant, DCN, RD Assistant Professor of Practice & Assistant Director Didactic Program in Dietetics <a href="mailto:plant@arizona.edu">plant@arizona.edu</a>	NSC 519 Advanced Applied Nutritional Sciences

Kayle Skorupski, MS, RDN-AP, CNSC, FAND Assistant Professor of Practice & Director Future Education Model – Graduate Program <a href="mailto:kayleskorupski@arizona.edu">kayleskorupski@arizona.edu</a>	NSC 562 Professional Ethics and Best Practices in Nutrition Education and Counseling
Kaydi Williams, PSM, RDN FEM-G Program Coordinator <a href="mailto:kaydiwilliams@arizona.edu">kaydiwilliams@arizona.edu</a>	NSC 693A Professional Experiential Learning in Dietetics – Community Nutrition
Elise Shearer, PhD, RD, LDN Assistant Professor of Practice <a href="mailto:eshearer@arizona.edu">eshearer@arizona.edu</a>	NSC 693C Professional Experiential Learning in Dietetics– Medical Nutrition Therapy

## Semester Schedule

### Summer: 9 credits

NSC 509 Advanced Nutrition Metabolism & Disease (3)

NSC 519 Advanced Applied Nutritional Sciences (3)

NSC 562 Professional Ethics and Best Practices in Nutrition Education and Counseling (3)

### Fall: 11-12 credits

NSC 501: Statistics for Applied Nutritional Sciences I (1)

NSC 502: Statistics for Applied Nutritional Sciences II (1)

### *Depending on rotations either:*

NSC 540: Nutrition Interventions (3)

NSC 558: Advanced Foodservice Management (3)

NSC 693A: Professional Experiential Learning in Dietetics – Community Nutrition (2)

NSC 693B: Professional Experiential Learning in Dietetics – Food Service Management (2)

### *OR:*

NSC 542: Advanced Medical Nutrition Therapy (3)

NSC 570: Agriculture and Food Literacy for Nutrition and Health Professionals (3)

NSC 693C: Professional Experiential Learning in Dietetics – Medical Nutrition Therapy (3)

### Spring: 9 –10 credits

### *Depending on rotations either:*

NSC 540: Nutrition Interventions (3)

NSC 558: Advanced Foodservice Management (3)

NSC 693A: Professional Experiential Learning in Dietetics – Community Nutrition (2)

NSC 693B: Professional Experiential Learning in Dietetics – Food Service Management (2)

### *OR:*

NSC 542: Advanced Medical Nutrition Therapy (3)

NSC 570: Agriculture and Food Literacy for Nutrition and Health Professionals (3)

NSC 693C: Professional Experiential Learning in Dietetics – Medical Nutrition Therapy (3)



## Course Requirements and Descriptions

*NSC 501 – Statistics for Applied Nutritional Sciences (1)* This course will introduce the concepts of research methods with a focus on the varied research conducted in nutritional sciences. Students will be guided through a comprehensive compendium of the elements of research design in order to understand the application of these elements to Applied Nutritional Science.

*NSC 502 – Statistics for Applied Nutritional Sciences II (1)* This course will introduce basic statistical concepts and applied statistical strategies that are essential for conducting and critiquing research in nutritional sciences and related fields. The course will be delivered online structured with video lectures, self-check practices, discussion forum, assignments and quizzes. The experiences within the course will provide students the necessary competencies to appropriately summarize data (descriptive statistics) and implement statistical tests (inferential statistics) based upon appreciation of research design and data characteristics.

*NSC 509 – Advanced Nutrition Metabolism and Disease (3)* This class will review the multi-facets of macronutrient metabolism and application to the prevention and development of common chronic diseases. The clinical applications of nutrient deficiencies and toxicities will also be reviewed. Metabolic alterations associated with obesity, metabolic syndrome, and other diseases will be discussed. The application of evidence-based guidelines and research for nutritional interventions will be discussed through weekly readings and assignments.

*NSC 519 – Advanced Applied Nutritional Sciences (3)* This course will advance understanding of research design, methods, and implementation, interpretation of research findings, and advances in nutrition science research for selected chronic diseases.

*NSC 540 - Nutrition Interventions (3)* This course will provide students with tools and competencies for developing, implementing, and evaluating nutrition intervention programs. Course topics include evidence-based behavior change, social determinants of health and wellness, nutrition screening & tools for community settings, using nutrition surveillance data to inform program development, and cultural awareness/bias recognition. Course skill-building will focus on problem identification, conducting needs assessments, developing evidence-based intervention strategies, evaluating program implementation and effectiveness (including planning a budget and seeking/obtaining funding support). Students will select a semester-long course project based on their personal interests and that of a collaborating community entity. Students completing this course will be able to apply knowledge of social, psychological and environmental aspects of eating and food to formulate food and nutrition services that meet the needs of individuals, communities and populations.

*NSC 542 – Advanced Medical Nutrition Therapy (3)* This course will review the nutrition care process and the application of nutrition science principles in the selection of the appropriate medical nutrition therapies related to gastrointestinal disorders, cancer, diabetes mellitus, neurological impairment, renal disease, wound healing, and critical illness. The role that integrative medicine may play will also be reviewed. A case-based approach will be utilized to foster analytical and critical thinking skills related to designing nutrition prescriptions and

interventions as well as redesigning nutrition care plans related to monitoring and evaluation. This course will cover disease prevention and management utilizing lifestyle and nutrition therapies including oral diet and nutrition support.

*NSC 558 - Advanced Foodservice Management (3)* This course will provide students with knowledge, tools and competencies related to foodservice systems management to prepare them to lead in institutional foodservice management and entrepreneurial roles. Course topics include recipe/menu development and modification; supply and procurement; food production and service systems; sanitation and safety; quality management; management tools, functions, skills; resource management; and information management and reporting.

*NSC 562 – Professional Ethics and Best Practices in Nutrition Education and Counseling (3)* Students will learn and implement inclusive best practices in nutrition education and counseling to serve diverse audiences in preparation for supervised experiential learning in food, nutrition, and healthcare settings. This course will touch on various theories and best practices in culturally responsive education, counseling, leadership, and communication to help students demonstrate the professional competency required for dietetics professionals by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students will complete the course with a deeper understanding of the Code of Ethics for the Profession of Nutrition and Dietetics and practice applications that align with the “core values of customer focus, integrity, innovation, social responsibility, and diversity,” including the influence of personal identities and biases on practitioner interactions. Students will complete written and oral deliverables, including self-assessments, reflections, case studies, and targeted education materials. Students will also begin the process of developing their professional digital portfolios.

*NSC 570 - Agriculture and Food Literacy for Nutrition and Health Professionals (3)* The Dietary Guidelines for Americans provide robust guidance on what types of foods to eat, but the public is increasingly asking nutrition and health professionals to weigh in on the safety, ethics and environmental impact of individual foods and food systems. In this course, students will develop knowledge of different agricultural and food production systems and we will also examine the considerations related to nutrition, food safety, environmental sustainability and ethics of food production, processing and distribution. We will also examine emerging and controversial topics that influence consumer food choices and their adherence to dietary recommendations. Students will critically analyze the evidence around common consumer concerns and beliefs regarding food through completion of case studies, persuasive arguments, and communicating evidence-based recommendations to patients, clients and the public.

*NSC 693A - Professional Experiential Learning in Dietetics – Community Nutrition (2)* Supervised experiential learning in a community nutrition professional practice setting to meet the required competencies and hours required by ACEND to meet the FEM-Graduate program standards.

*NSC 693B - Professional Experiential Learning in Dietetics – Food Service Management (2)*

Supervised experiential learning in a food service professional practice setting to meet the required competencies and hours required by ACEND to meet the FEM-Graduate program standards.

*NSC 693C - Professional Experiential Learning in Dietetics – Medical Nutrition Therapy (3)*

Supervised experiential learning in a clinical nutrition professional practice setting to meet the required competencies and hours required by ACEND to meet the FEM-Graduate program standards.

**Program Costs (Required Element 8.3e)**

Tuition for the Applied Nutrition – Dietetics program is \$950 a credit, plus fees per semester of enrollment (program is three semesters in length). Tuition rates are listed at: <https://bursar.arizona.edu/tuition> . All tuition and fee schedules are subject to change from semester to semester. In addition to tuition, costs include textbooks, and materials/supplies for supervised experiential learning.

## ADMISSION PROCESS INFORMATION

The application for the program is available at the University of Arizona Graduate College website: <https://apply.grad.arizona.edu/users/login>

Program application fee is \$90. The GRE is not required.

### Program Admissions Requirements (Required Element 8.3f & Required Element 9.1a)

Admission requirements for the program include:

- Bachelor's Degree
- Undergraduate GPA of 3.0+ or GPA over last 60 units of 3.0+
- DPD verification statement
- OR
- Coursework in:
  - Anatomy & Physiology (2 course series)
  - Biochemistry (requires organic chemistry pre-req)
  - Food Science
  - Nutrition Metabolism
  - Food Service Management OR ServSafe Manager Certification
  - At least two courses in Clinical Nutrition/Medical Nutrition Therapy (must include NCP) - if taken at the university of Arizona the three course MNT series is required (NSC 325, NSC 425, NSC 435)

### Supervised Experiential Learning Site Selection (Required Element 8.3k)

For distance track students, admission requirements also include identification of sites/preceptors for medical nutrition therapy, foodservice management and community rotations, with signed memorandums of understanding submitted at time of application.

### Locating Preceptors for Distance Rotations

#### What are preceptors?

A preceptor is an expert or specialist, such as a Registered Dietitian Nutritionist (RDN). However, not all your preceptors must be RDNs. Preceptors should be someone involved with the field of nutrition and dietetics in some way. They should also be in a position to help guide your experience in the internship and help arrange experiences. Clinical supervised experiential learning must have a RDN as a preceptor, however the clinical site does not need to be a large hospital. Skilled nursing facilities with rehabilitation units are a possibility for a clinical site.

#### How to locate preceptors

It will take effort on your part to locate and identify potential preceptors for your supervised experiential learning. Here are some tips for this process:

- Talk with your advisor or Program Director
- Attend state and local dietetic association events to network and meet professionals working in your area
- Contact people you have worked or volunteered for previously

- Cold calling facilities (this may be frustrating, but sometimes you are able to make a connection)
  - If looking for a foodservice preceptor, ask to speak with the Kitchen or Dietary Manager
  - If looking for a clinical preceptor, ask to speak with the Clinical Nutrition Manager or Director of Nutrition
- Search for preceptors <https://www.eatright.org/find-an-expert> or <https://www.eatrightpro.org/find-a-preceptor?state=ShowSearch>

### **Information to share with potential preceptors**

It is important to be organized and professional when making contact with potential preceptors. Be sure to introduce yourself and explain that you are planning to apply to a distance track, which means you are responsible for planning your own supervised experiential learning. You will want to be able to provide them with the following information when asking them to consider serving as your preceptor:

- What supervised experiential learning do you want to do under their supervision?
- How many hours (in weeks) are you requesting to spend with them?
- When are you requesting to spend time with them, and can you be flexible with the dates?
- Do you have any unique qualifications that might help you to be more of an asset to them at their facility (such as bilingual, experience working with veterans, CPR certification, etc.)?

We recommend that you draft a well-formed email to send to preceptors that includes a personal introduction, your purpose, and the key information listed above.

When you have identified your potential preceptors and sites, you will ask them to fill out a Memorandum of Understanding, which you will submit with your application to the program. During application review, appropriateness of sites and preceptors will be reviewed by the program coordinator and program director. Once admitted into the program, affiliation agreements will be established.

## ADMITTED STUDENT INFORMATION

### Advising

The program coordinator serves as the advisor for students enrolled in the Applied Nutrition – Dietetics Emphasis FEM-G program. It is recommended that you contact the program coordinator at least each semester to facilitate adequate contact regarding progress in courses, questions regarding future coursework and any other academic or personal issues.

### Program Costs (Required Element 8.3e)

Tuition for the Applied Nutrition – Dietetics program is \$950 a credit, plus fees per semester of enrollment (program is three semesters in length). Tuition rates are listed at: <https://bursar.arizona.edu/tuition> . All tuition and fee schedules are subject to change from semester to semester. In addition to tuition, costs include textbooks, and materials/supplies for supervised experiential learning – see below.

### Additional costs to students include:

Student ID	\$25
AND student memberships	(National and state membership \$58; district membership varies by district)
Additional Attire	\$150 (non-slip shoes, professional wear-dress code varies by site - scrubs, lab coat)
Professional Liability Insurance	\$40 (approximate)
Health Insurance	Varies
Laptop Computer	\$500-1500
Drug Testing and Background check	\$100 (approximate)
CPR and First Aid Training***	\$110
ServSafe Certification	\$100
Parking Permit for UA	\$100 - \$800 (if SEL scheduled on campus)

### Insurance Requirements (Required Element 9.2a)

Professional liability insurance and personal health insurance are required for all students, and proof of insurance must be provided to the program director/program coordinator prior to the start of the first semester. Students can obtain health insurance coverage through the University of Arizona. Auto insurance is also required, if applicable. Professional liability insurance must cover at least \$1 million per incident, \$3 million per occurrence.

### Immunization Requirements

Immunization records and a TB test are required for students before starting the program. The following vaccinations need to be current: Flu shot, COVID-19 series, Hep B series, MMR, Varicella, Tdap. Varicella vaccination or titer showing immunity is also required.

### Drug Testing and Criminal Background Checks (Required Element 9.2d)

Students need to complete a criminal background check prior to starting the program. Distance track students should consult with the program coordinator to discuss the appropriate background check for their locations, as this will depend on local government agencies. Some

rotation sites have additional background check and/or drug testing protocols. It is the responsibility of the student to communicate with the program coordinator at least 4 weeks in advance of a rotation to determine if there are any additional human resources requirements to complete prior to the start of the upcoming rotation.

### **Access to Support Services (Required Element 9.2t)**

**Campus Health:** Students have access to Campus Health Services, which provides a variety of support services including: counseling and psychological services, health services, pharmacy, and preventive services. Additional information can be accessed at <https://health.arizona.edu/>

**The Office of Scholarships and Financial Aid:** Administers aid through a variety of programs. To be eligible for financial aid, students must be registered as degree seeking and making satisfactory progress toward degree completion. To access financial aid information, see the following website: <http://financialaid.arizona.edu/>.

**The Disability Resource Center (DRC):** Leads the University in a progressive and proactive approach to campus accessibility. Our goal is to ensure that disabled students, employees and visitors, have a similar, if not identical, experience to that of their non-disabled counterparts. In addition to facilitating individual accommodations, DRC works proactively to impact the systemic design of our campus environments to be seamlessly accessible, reducing or eliminating the need for any individual accommodations or modifications.  
<https://drc.arizona.edu/>

The Disability Resource Center (DRC) is focused on creating inclusive learning and working environments and facilities through all aspects of the University of Arizona. The access consultant for the Graduate College is Jayci Robb and she can be reached at: [jacyir@email.arizona.edu](mailto:jacyir@email.arizona.edu).

**University of Arizona Libraries:** The University of Arizona libraries provide resources, services and expertise to the University and the local community, the main library website can be found at <http://new.library.arizona.edu/>

There is a library resource page set up specifically for Applied Nutrition students, please access: <http://libguides.library.arizona.edu/gcpsm> for more information. This website has the contact information for the librarian for the College of Agriculture and Life Sciences, as well as links for information that is relevant to graduate students and to online students.

### **Graduate College Support Services**

To access to Graduate College policies, contacts, information about resources, deadlines and other useful information: <http://grad.arizona.edu>

The Graduate College has many resources available, for more information visit: <http://grad.arizona.edu/new-and-current-students>

The department of Academic Success & Achievement provides a service called SOS (Support, Opportunity, Success). SOS is for UA students who find themselves facing questions or issues

and are unsure about where to go for answers. Whether you're brand-new to campus or have been around for a while, just reach out to SOS for round-the-clock support. Access their website to learn more about SOS, or to ask a question: <https://sos.arizona.edu/>

The Graduate and Professional Student newsletter provides up to date information regarding funding opportunities, employment opportunities, trainings, social events and more. To register for the newsletter, please visit: <https://arizona.us17.list-manage.com/subscribe?u=af018f756d1ccbea4673d3677&id=4c8a27f1fd>

For events being held by the Graduate & Professional Student Council, please visit: <https://gpsc.arizona.edu/community-board>

### **Student Responsibilities and Professional Conduct**

Please visit the following link for more information regarding the Student Code of Conduct at the University of Arizona: <https://deanofstudents.arizona.edu/student-rights-responsibilities/student-code-conduct> Also please review the code of academic integrity: <https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

### **Important Links**

- General Catalog provides comprehensive information related to all academic programs at the University of Arizona: <http://catalog.arizona.edu/>
- Responsible Conduct of Research: <https://research.arizona.edu/research-compliance/rcr>

It is the School of Nutritional Sciences & Wellness policy that the student holds final responsibility for being aware of and responding to all Nutritional Sciences & Wellness, Graduate College and University of Arizona policies, requirements, formats and deadlines as they pertain to progression towards and completion of their program. If any questions persist following review of all policies, please contact your program coordinator for assistance and clarification.

**For more resources:** <http://advising.arizona.edu/content/resources-tools>

### **Privacy (Required Element 9.2r)**

In general, the University will not release "personally identifiable information" from a student's education record without the student's prior written consent; however, FERPA allows disclosure without student consent under the following circumstances:

- School employees who have a "legitimate educational interest" in the records in order to perform their duties
- Other schools where a student seeks to enroll or is enrolled
- Accrediting organizations
- Organizations doing certain studies for or on behalf of the University
- Appropriate parties to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid



- Parents of a "dependent student," as defined in the Internal Revenue Code, when the parent has provided a notarized affidavit, along with a copy of the relevant page of the parent's most recent income tax return indicating the student's dependent status. Affidavits must be updated annually, otherwise, prior written permission from the student is required
- Certain government officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U. S. Attorney General for law enforcement purposes or state or federally supported education programs
- Individuals who have obtained a judicial order or subpoena
- School officials who have a need to know concerning disciplinary action taken against a student
- Appropriate parties who need to know in cases of health and safety emergencies when necessary to protect the student and/or others
- An alleged victim of a crime of violence or non-forcible sexual offense has a right to learn the results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime.
- Information regarding any violation of university policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance may be released to the parents or legal guardian of a student under the age of 21
- Those requesting "directory information" on a student provided the student has not requested his or her information be withheld
- Approved vendors/ 3rd party operators contracted with the university to provide services.

FERPA allows for disclosure in the above circumstances, but disclosure is not required.

Additional information can be accessed at the following website:

<https://registrar.arizona.edu/privacy-ferpa/ferpa-compliance>

### **Access to Personal Files (Required Element 9.2s)**

Students and former students have the right to inspect and review their education records within 45 days from making such a request through the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student's educational record. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of their school's Student Records Policy
- The right to file a complaint with the FERPA Office in Washington, D.C. - Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The institution is not required to permit students to inspect and review the following:

- Information about other students.
- Financial records of parents.

- Confidential letters of recommendation if they waived their right of access.

Additional information can be accessed at the following website:

<https://registrar.arizona.edu/privacy-ferpa/ferpa-compliance>

### **Student Complaints (ACEND Required Element 9.2 g, 9.2h)**

For matters pertaining to academic programs, curriculum and specific standards and expectations, students should seek the advice of the program coordinator. All faculty members in the School of Nutritional Sciences & Wellness are available to guide and assist students in the completion of the Applied Nutrition – Dietetics program. If problems arise, the following is recommended to achieve resolution:

- Level 1: Discuss the issue directly and privately to the individual(s) involved (student, faculty, etc.) If the problem cannot be resolved at this level, discuss concerns with program coordinator. Program coordinator will recommend that all students with program complaints (regarding faculty, coursework, ethics, etc.) submit an email documenting key details of the complaint including name, topic area for complaint (Faculty/Staff, course, Guidelines/Policies. Other), description of complaint, desired outcome (Address issue with faculty/staff member, discuss as potential program change for future, suggest making policy change as soon as possible, other)
- Level 2: If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the Applied Nutrition – Dietetics Director. The Program Director will make an appointment with the student to review the complaint and discuss next steps to achieve desired outcomes.
- Level 3: If the problem cannot be resolved at this level, the next appropriate step would be to discuss concerns with the School of Nutritional Sciences & Wellness director, Dr. Scott Going.
- Level 4: If resolution is not reached at this level, the school director will advise of further appropriate action. Additionally, the UA complaint process can be found at: <https://catalog.arizona.edu/formal-student-complaint-process>

If the issue remains unresolved at the level of the school director, students have the right to file a written complaint related to the ACEND accreditation standards directly to ACEND. The written complaint must be submitted to ACEND directly only after all other options with the DPD and University of Arizona have been exhausted. Students may access ACEND by email or via the Internet at [acend@eatright.org](mailto:acend@eatright.org).

Additionally, the University of Arizona offers the following services to aid in conflict resolution:

- Student Assistance offered by Dean of Students also offers conflict coaching, during which you and a staff member would discuss the conflict, ways you can approach it, and options you have. Please call 621-7057 to schedule an appointment. <https://deanofstudents.arizona.edu/support/student-assistance>
- The Ombuds Program is an informal, neutral, confidential and independent resource for any academic or workplace concern. <https://ombuds.arizona.edu/>

### **Identity Verification (Required Element 8.3e, 9.2o)**

Verification of student identity is done upon application/admission to the University of Arizona as well as through the use of D2L Brightspace, which requires NetID and password, as well as secondary verification through DUOPush.

### **NETID AND Email**

Your NetID is your personal identifier for a number of online services at the University of Arizona, including email and UITS computing accounts (CatMail, UAConnect), UAccess account, D2L (learning management system and university site-licensed software).

The UA NetID verifies identity when it is used for online services the University of Arizona provides. To set up your NetID, please visit: <https://netid.arizona.edu/>

Your CatMail account is created automatically when you select your NetID. The new email address is formatted as [NetID@email.arizona.edu](mailto:NetID@email.arizona.edu), and it is the official means of communication between the students and the university. It is required that you use your UA email for communication with your instructors. You will also receive notification of tuition bills, etc. via this email address. The email is provided by the Google G Suite for Education, which provides access to Google's full suite of applications. For more information, please visit: [https://uarizona.service-now.com/sp?id=sc\\_cat\\_item&sys\\_id=92f0f4e4db59b4109627d90d6896195d](https://uarizona.service-now.com/sp?id=sc_cat_item&sys_id=92f0f4e4db59b4109627d90d6896195d)

### **CATCARD**

The CatCard is the official University of Arizona Identification card. The card features a digitized photo, digitized signature, Contactless SmartChip, ISO number and magnetic stripe. It is up to you how you want to use your card.

As an online student, it is not required to obtain a CatCard, but there are many benefits, like using/showing your card to obtain student discounts. As an online student, you are able to obtain a CatCard, but first you will need to upload a photo. To learn more about this process, and to obtain your card, please visit: <https://catcard.arizona.edu/>

### **D2L (DESIRE2LEARN) Brightspace**

D2L provides instructors and students with an online space for traditional classroom courses, online classes, or hybrids. In D2L you will find:

- Course syllabi
- Readings
- Assignments
- Quizzes
- Grades
- List of classmates
- Online discussions

- And more....

D2L includes access to tools such as ZOOM, Panopto, VoiceThread and Examyty. To access D2L, please visit: <https://d2l.arizona.edu/> . For assistance with D2L, please visit: <http://help.d2l.arizona.edu/student/student-home>

D2L requires that you submit files as Microsoft Office compatible (i.e. WORD) or as PDF files. Other file types (i.e. PAGES) will not be accepted. As a UA student, you are able to download Microsoft Office 365 for your use. For more information, please visit: <http://uabookstore.arizona.edu/technology/campuslicensing/default.asp>

Other software is available to students for free or a discounted fee. Please visit this site for more details: <https://softwarelicense.arizona.edu/students>

### **Distance Education Requirements (Required Element 8.3j)**

#### **Technical Requirements**

To complete an Arizona Online degree, you will need to have a personal computer that meets the minimum system requirements for the D2L learning management system. Specific programs may have additional requirements. <https://help.d2l.arizona.edu/student/minimum-system-requirements>

#### **Financial Aid (Required Element 8.3i)**

Hourly grader positions may be available on a competitive basis. If you are interested in a grader opportunity, please contact the program coordinator. If there is an opportunity, you will be provided more information.

All degree-seeking students are eligible to apply for federal aid by submitting the Free Application for Federal Student Aid (FAFSA) form. For more information regarding financial aid eligibility please visit: <https://financialaid.arizona.edu/fags#term-197>. Students interested in obtaining financial aid will need to fill out TWO separate FAFSA applications, once for the 2021-2022 school year for summer aid, and one for the 2022-2023 school year for fall/spring aid. Contact the Financial Aid Office for more information: <http://financialaid.arizona.edu/>

Students who are members of the Academy of Nutrition and Dietetics, may apply for scholarships and other financial aid offered through the AND Foundation: <https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>

Scholarships available through the University of Arizona can be searched here: <https://financialaid.arizona.edu/scholarshipuniverse>

Loan deferment is available during the program, please contact your loan provider for more details. The Graduate College provides information regarding funding and financial information (including information regarding grants, fellowships, and scholarships): <https://grad.arizona.edu/funding>

The Graduate & Professional Student Council provides Research and Project (ReaP) Grants that offer up to \$1,000 to partially or completely fund projects. For more information, please visit: <http://gpsc.arizona.edu/research-grants>

The Graduate & Professional Student council provides travel grants for professional development purposes. For more information, please visit: <http://gpsc.arizona.edu/travel-grants>

### **Withdrawal and Refund of Tuition and Fees (Required Element 9.2p)**

A withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. Information on leaving the University is available at the following website: <http://catalog.arizona.edu/policy/leaving-university>

Information regarding refund of tuition and fees is available here: <https://bursar.arizona.edu/refunds/options/policies>

### **Academic Calendar (ACEND Required Element 8.3g)**

All important dates and deadlines are available in the online Academic Calendar:

<https://catalog.arizona.edu/2022-2023-academic-calendar>

Generally, the first summer session is generally the month of June and the second summer session is the month of July. Fall semester starts in mid/late-August and end in early/mid-December. Spring semester begins in mid-January and end in mid-May. Holiday closures will follow the official UA Holiday Schedule.

### **Program Schedule, Vacations, Holidays and Leaves of Absence (Required Element 9.2q)**

This program is an accelerated 1-year program, from June to May, with didactic coursework each semester, and supervised experiential learning in the fall and spring semesters. Vacations should be scheduled during the breaks in the program (break between summer courses to start of fall semester, winter break, spring break). Observed holidays include: Labor Day, Veteran's Day, Thanksgiving, and MLK Jr. Day.

Leaves of Absence are available upon discussion with program coordinator and program director, depending on the circumstances for the leave of absence, specific forms will be completed by the student in Grad Path. For more information regarding Leave of Absence policies, please visit: <https://grad.arizona.edu/policies/enrollment-policies/leave-absence>

### **Monitoring Student Performance & Student Retention (Required Element 9.1b, 9.1c, 9.2k, 9.2l)**

Formal evaluation of student learning and performance occurs in all Applied Nutrition – Dietetics courses using various assessment modalities including but not limited to quizzes, online discussions, papers, group projects and class presentations, and exams. Students are informed of their progress on a regular basis as all instructors utilize the University's D2L LMS for course management. Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with FEM-G

faculty and/or TAs on class assignments/exams, daily feedback and discussion with SEL preceptors, skill development, presentations and projects.

Students are encouraged to meet with the program coordinator at least once per semester to track progress in the program. All students must maintain good academic standing by earning an overall GPA of at least 3.0, and a grade of C or better in all coursework. All coursework must be passed with a grade of C or better for the units to count towards the required 30 units of the degree. An overall GPA of > 3.0 in the program is required for graduation.

Students judged to have academic difficulties (e.g., poor, grades, failing or at risk of failing to satisfy program requirements) will receive notice from the program coordinator with specific suggestions as to how these problems might be remedied and the data by which such actions must be taken. This includes counseling regarding alternative options for career paths, if student is not making satisfactory progress in the program. This notification will be copied to the Graduate College. The Graduate College has established guidelines; which departments must follow in order to dismiss students from their programs. Students should familiarize themselves with the steps so they know their rights, responsibilities, and remedies should such a situation develop. Students who fail to remediate by the deadlines specified may be dismissed from the program.

Support is available for students from many services, including the THINK TANK, Writing Services Programs (WISP), and the Graduate College. One on one tutoring and support is also available from program coordinator, program instructors and course teaching assistants.

The School of Nutritional Sciences & Wellness faculty members are readily available to assist you in successfully obtaining your RDN credential. However, we have found there are a variety of factors that also promote success in the program as outlined below:

- **Understand why you are part of this program.** Identify specific goals and a useful goal setting process for yourself.
- **Assume responsibility for your own education.** This is your opportunity to learn new things and apply existing knowledge in professional settings. Ask questions and advocate for your own learning.
- **Learn what resources your campus offers and where they are located.** UA has academic and personal support services that are free and confidential. Successful people use them.
- **Know how to find information on campus, including at the library.** The library isn't as formidable as it might seem, and it offers a wealth of resources. The librarians are there to help you – even virtually!
- **Make use of your program coordinator.** Your program coordinator is there to guide and support you. You should take the opportunity to meet with them at times other than registration.
- **Members of the campus community care about your survival.** Get to know at least one. It takes only one person to make a difference. It might be the leader of your orientation seminar, an instructor, an academic advisor, someone at the career or counseling center, a

dean, or an advisor to a student organization. You will need to take the initiative to establish this relationship, but it will be well worth it.

- **Understand how you use your time wisely.** Completing the program requirements should take priority while enrolled. Additionally, every effort should be made to meet the schedule expectations of rotation preceptors. It is possible to have a job while in the program but it should be one with flexible hours and scheduling options.
- **Assess and improve your study habits.** Find out about your own learning style. This will help you learn how to take better, more efficient notes in class, and be more successful on tests. The THINK TANK, the office of Academic Success & Achievement, Career Services, and the SALT Center for Learning Disabilities can assist you. Information on UA services can be found at: <http://www.arizona.edu/academic-support>
- **Develop critical thinking skills.** Challenge, ask why, and look for unusual solutions to ordinary problems and ordinary solutions to unusual problems.
- **See your instructor outside of class.** It's okay to go for help. Students who interact with instructors outside of class tend to stay in college longer.
- **Improve your writing.** Employers want graduates who can write. Write every day; the more you write, the better you will write. The THINK TANK is there to provide assistance.
- **Participate in class regularly.** "Go to class and participate. Be there!"
- **Join a study group.** Studies have shown that students who study in groups get the highest grades and survive college better.
- **Develop your computer skills.** You should be comfortable with basic file manipulation, the use of a standard word processing program, and e-mail.
- **Try to have realistic expectations.** Develop realistic goals for yourself.
- **Get involved in extracurricular activities.** Aligning yourself with professional organizations in your areas of interest is a great step! Attend your local dietetics affiliate group meetings and events throughout the year. Attend meetings and conferences hosted by relevant professional organizations throughout the year.
- **Take your health seriously.** How much sleep you get, what you eat, whether you exercise, and what decisions you make about such things as drugs or alcohol, all contribute to your well-being. Be good to yourself and you'll be happier and more successful. Find healthy ways to deal with stress. Campus Health and the THINK Tank can help you.

*Adapted for Your College Experience; Strategies for Success by John Gardner, A. Jerome Jewler, and Mary-Jane McCarthy. Concise Second Edition, Wadsworth Publishing Company*

If at any time the conduct of a student is judged to unfavorably affect the morale of other students in the program, resulting in an unsatisfactory level of performance, or health status of a student is a detriment to the student's successful completion of the program, a meeting will be called between the program director and appropriate parties to determine a prudent course of action. If a student does not meet the competencies and objectives of the supervised experiential learning, the student will be required to complete experiences, not to exceed 3 weeks, until the desired level of expertise is achieved. Should this occur, the program director in consultation with the facility preceptors will provide in writing, specific steps and actions that

are required of the student. If the student does not meet the competencies at that point, the intern will be dismissed from the program.

### **Formal Assessment of Student Learning and Regular Reports of Performance (Required Element 9.2j)**

Formal evaluation of students occurs at pre-determined times throughout the supervised experiential learning using forms available in iComp. Evaluations include both assessments of the student's progress as well as assessments of the student's knowledge and performance in supervised experiential learning. Preceptors completing the evaluation do so within the iComp rotation management system and review with the student prior to submitting to the program coordinator. Students also complete an identical self-evaluation, which is reviewed with the preceptor. It is the student's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation.

Students can expect to receive formal evaluations in the following formats:

- Written evaluations from preceptors
- Rubrics for oral presentations
- Comprehensive review of nutrition assessments and charted notes with written feedback provided by preceptors (daily during rotations where medical nutrition therapy is provided).
- Preceptor reviewed assignments, such as case studies

Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with preceptors on skill development, clinical documentation, presentations and projects.

### **Assessment of Prior Learning (Required Element 9.2i)**

The Applied Nutrition – Dietetics Emphasis FEM-G program does not allow credit for assessed prior learning.

### **Supervised Experiential Learning Documentation (Required Element 9.1d, 9.1e)**

The program will utilize the iComp rotation management system to document supervised experiential learning hours in professional work settings, simulations, case studies and role playing. Supervised experiential learning in professional work settings will be documented by the student and verified by the preceptor in iComp. Experiential learning through simulations, case studies and role playing will be obtained from the D2L LMS by the program director and/or program coordinator and documented into iComp. Any hours previously granted for prior learning will also be documented in iComp. The Applied Nutrition – Dietetics FEM-G program offers two tracks (Tucson and Distance), both of which have the same requirements, and will be documented through iComp as noted above.

### **Liability for Safety in Travel to or from Assigned Areas (Required Element 9.2b)**

Transportation to and from all supervised experiential learning facilities is the responsibility of the student. Students using a personal vehicle for transportation must provide proof of auto



insurance to the program director/program coordinator prior to the start of the first semester. Additionally, University of Arizona students enrolled in university training programs are insured for liability by the State of Arizona Risk Management Program, as authorized by Arizona Revised Statutes §41-621. Coverage is applicable for general and professional liability. The referenced statute that authorizes this coverage does not specify dollar limits of coverage, and coverage does not expire.

### **Injury or Illness while in a Facility for Supervised Experiential Learning (Required Element 9.2c)**

Students who are injured or become ill while in a supervised experiential learning facility should seek appropriate care (emergency room, Campus Health Service, primary care physician, etc.). Students are medically and financially responsible for any health emergencies and/or healthcare needs.

### **Educational Purpose of Experiential and Supervised Practice Experiences (Required Element 9.2e)**

Students are not to be used as replacement for staff or complete staff work responsibilities unless the task(s) specifically relates to completion of program competencies. Experiential learning sites provide hands-on learning opportunities. Students and interns work with business owners and their employees to gain valuable experience that strengthens their knowledge base and skill set and these experiences are not meant as opportunities to replace employees in these respective workplaces.

### **Graduation, Program Completion & Verification Statement Requirements (Required Element 9.2m. 9.2n)**

Students are required to successfully complete 30 units of academic coursework including all supervised experiential learning and associated assessments such as assignments, exams, case studies, and presentations. Documentation that students have met established competencies is maintained through the student's progression through the program.

1. Each supervised experiential learning component includes a set of competencies in which students must demonstrate proficiency. Formal evaluations will be provided to students as they progress through the program. Self-evaluations will also be required at the end of each rotation.
2. If a student is unable to demonstrate proficiency in a specific set of competencies, the student will receive additional time not to exceed one month. The maximum time allowed to complete all supervised experiential learning and meet competencies is 1.5 years.
3. Graded assessments and preceptor evaluations will be utilized to assess proficiency of required competencies.

Upon completion of the program the degree granted is a Professional Science Masters in Applied Nutrition Dietetics. The degree requirements include completion of 30 units of coursework including supervised experiential learning of a minimum of 1000 hours. A GPA of 3.0 is required in order to be awarded a degree from the Graduate College. After the degree is

conferred by the University of Arizona, the verification statements will be provided to program graduates by the program director. The Commission on Dietetic Registration (CDR) will be notified by the program director within 4 weeks of students completing supervised practice requirements and posting of degree, at which time the graduate assumes responsibility for arranging to take the exam. Students are encouraged to take the exam promptly after completing the program. "Study Periods" lasting more than one month after becoming eligible to take the exam are not recommended.

**Conditions for Graduation from FEM-Graduate Program (Required Element 8.3h)**

Students will be permitted to graduate upon successful completion of the Applied Nutrition – Dietetics FEM-Graduate program requirements, which include completion of 30 units of required coursework with a grade of C or better, overall GPA of > 3.0, and completion of at least 1000 hours of supervised experiential learning. The program takes 1 year to complete (Summer, Fall and Spring semesters). Once the degree is posted in UAccess student records, students will receive their verification statements.